

6 October 1977

STATINTL

MEMORANDUM FOR: Director of Data Processing  
THROUGH : Executive Officer, ODP  
FROM : [REDACTED]  
Chief, Administrative Staff, ODP  
SUBJECT : Administrative Staff Weekly Report  
3 - 7 October 1977

1. ANNUAL RECORDS INVENTORY

a. We completed our Annual Report of Records Holdings this week. During the past 12 months ODP has increased its holdings by 1327 square feet. The increase is almost all in magnetic tapes and is not surprising in view of the continued growth of ADP throughout the Agency. ODP's "administrative" paper holdings remained about the same with A and D Divisions showing slight increases.

b. With office space at a premium, it is especially important that we make a continuing effort to avoid accumulating bulky runs and extra manuals which are no longer pertinent. If you have some doubt as to whether you need a folder or run any longer, close it with a piece of scotch tape and see whether you've broken into it within a week. If you have items on hand which you probably won't need again for sometime, pack them into a records box and retire them to the Records Center. They can be retrieved in one day's time.

2. PHYSICAL INVENTORY

We have completed our inventory of accountable property in the Ames and [REDACTED] Buildings and in A Division, the DAC and Cluster Room.

3. KODAK COPIER

Kodak provided training to all interested personnel on their new copier which was recently installed in Processing.

4. INTERPRETER

We provided a sign language interpreter for the presentation of David Hartman's "Good Morning America" TV program on the Agency in the Auditorium on 28 September. Six deaf employees attended.

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5. TECHNICAL TRAINING FOR SECRETARIES

ODP office workers are encouraged to apply to attend "EDP Orientation", "Interactive Systems Concepts", and either "Basic VM/370" or "GIMS II for Users" depending on their own interest and the needs of their job.

6. TRAINING TARGETS

ODP major components were given "hit" figures for external training tuition this week. The MZ Board will review component training plans and decide on priorities for attendance at oversubscribed courses.

7. EMPLOYEE DISCUSSION GROUP

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The third employee discussion group on personnel matters was held this week [REDACTED] It was well attended. Discussion was lively and much useful information was exchanged. If there is any interest, future sessions can be scheduled.

[REDACTED] TATINTL